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ABSTRACT

This book provides training and development professionals with step-by-step guidelines for developing and delivering comprehensive structured the on-the-job training (OJT). Chapter 1 introduces the concept of team-driven structured OJT and discusses its philosophy and basic components in the context of fundamental concepts of human behavior and job-related conditions affecting task performance. Chapter 2 explains the eight-step OJT model underpinning the book, which are as follows: (1) perform a needs identification; (2) conduct a team job task analysis; (3) develop a project plan; (4) write training module and cover sheets; (5) create a training implementation plan; (6) try out, evaluate, and modify training modules and cover sheets; (7) set up maintenance and evaluation plans; and (8) conduct OJT. Chapter 2 also outlines the roles and responsibilities of the following key personnel in development and implementation of team-driven structured OJT: design teams; design team facilitators; approval teams; administrators; on-the-job trainers; in-house advocates; trainees; and supervisors and managers. Chapters 3-10 each focus on one of the model's eight steps and each end with a summary training module focused on implementing the process presented in the chapter. Additional guidelines for writing training modules are appended. Numerous worksheets, checklists, and case examples are included throughout the book. Twenty-six tables/figures are presented, and 70 suggestions for further reading are listed. (MN)

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